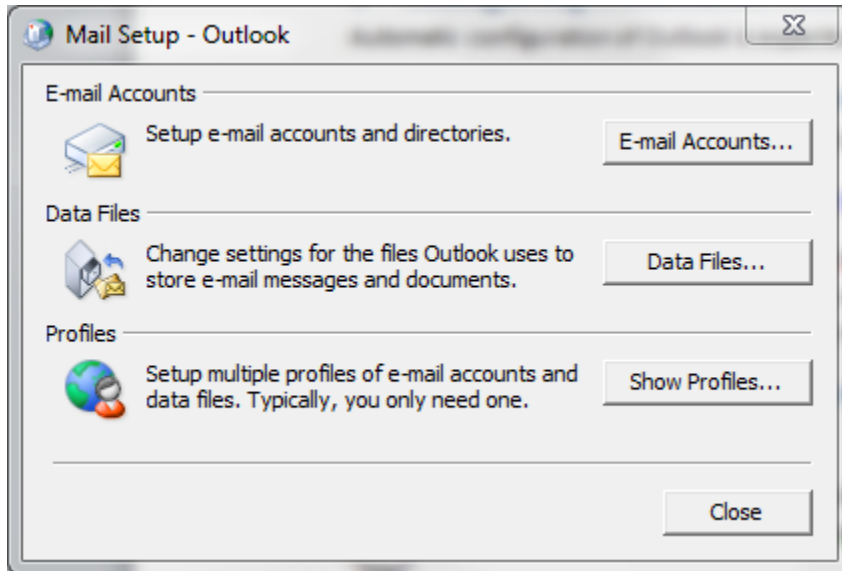


# 1 Configuring Outlook for MAPI

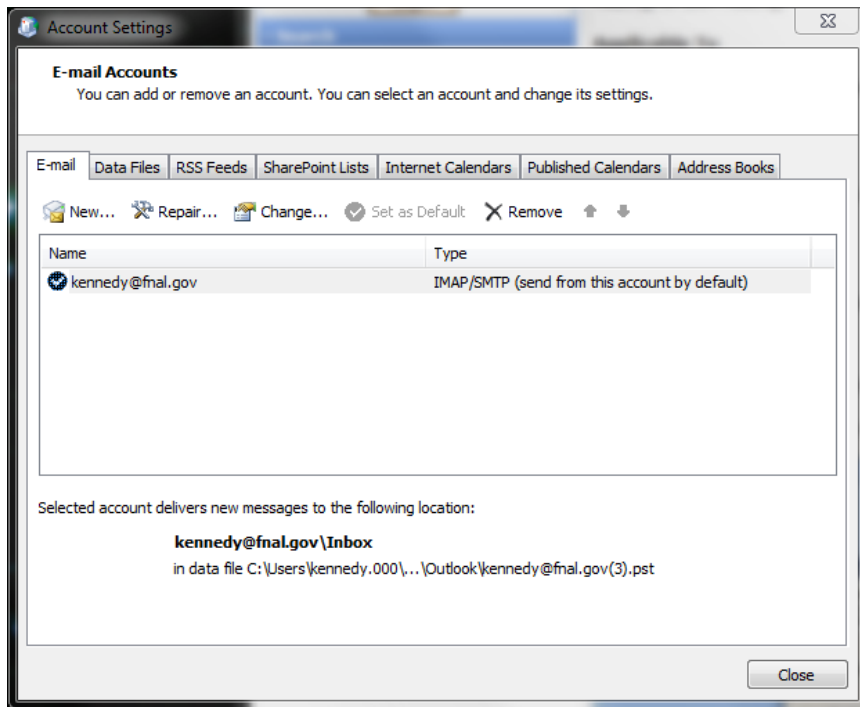
## 1.1 How to Create a Configuration Manually

WINDOWS:

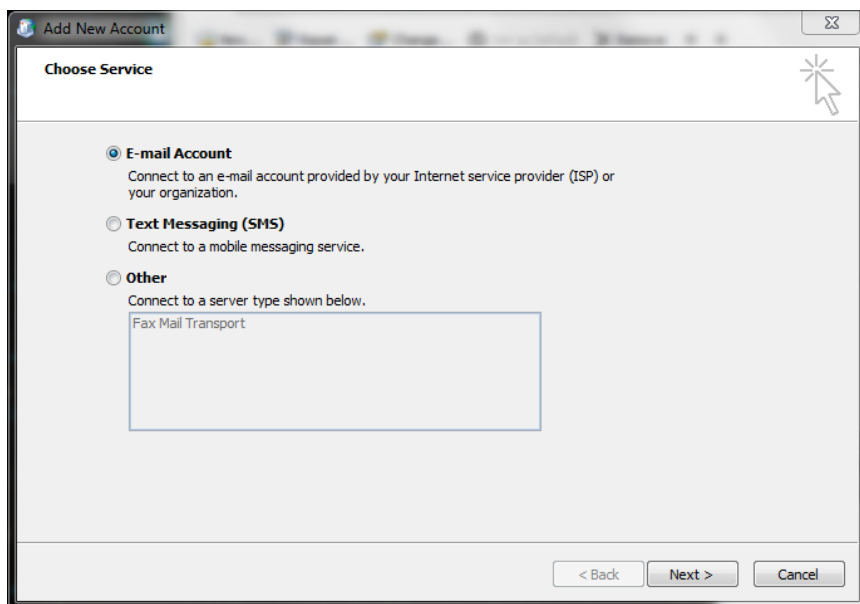
Exit Outlook. Unlike most procedures, the mail program should NOT be running for this to work. Select “Start” (as shown as a Windows icon), and “Control Panel”. In the Control Panel, select “Mail”.



Select “E-mail Accounts...”



Select "New..."



Select "Next >"

**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

☒ **E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

☐ **Text Messaging (SMS)**

☐ **Manually configure server settings or additional server types**

< Back   Next >   Cancel

You should be able to fill out this “Add New Account” form and select “Next >” for Outlook to discover your email configuration. However, since this is the manual configuration procedure, we will select “Manually configure server settings...”.

**Add New Account**

**Choose Service**

☐ **Internet E-mail**  
Connect to POP or IMAP server to send and receive e-mail messages.

☒ **Microsoft Exchange or compatible service**  
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

☐ **Text Messaging (SMS)**  
Connect to a mobile messaging service.

☐ **Other**  
Connect to a server type shown below.

< Back   Next >   Cancel

Select “Microsoft Exchange or compatible service” and “Next >”.

The screenshot shows the 'Add New Account' dialog box with the 'Server Settings' tab selected. The dialog has a title bar with a close button. Below the title bar, the text 'Server Settings' is followed by 'Enter the information required to connect to Microsoft Exchange or a compatible service.' There is a text input field for 'Server' containing 'exchange-tst.fnal.gov' and a checked checkbox for 'Use Cached Exchange Mode'. Below this is a text input field for 'User Name' containing 'kennedy' and a 'Check Name' button. At the bottom right is a 'More Settings ...' button. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

**Add New Account**

**Server Settings**  
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

☒ Use Cached Exchange Mode

Type the user name for your account.

User Name:

Enter “email.fnal.gov” for the Server field, and your username. Then select “More Settings...”

The screenshot shows the 'Microsoft Exchange' dialog box with the 'Security' tab selected. The dialog has a title bar with a close button. Below the title bar, there are four tabs: 'General', 'Advanced', 'Security', and 'Connection'. The 'Security' tab is active, showing three sections: 'Encryption' with a checked checkbox for 'Encrypt data between Microsoft Outlook and Microsoft Exchange', 'User identification' with an unchecked checkbox for 'Always prompt for logon credentials', and 'Logon network security:' with a dropdown menu set to 'Negotiate Authentication'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

**Microsoft Exchange**

**General** **Advanced** **Security** **Connection**

**Encryption**

☒ Encrypt data between Microsoft Outlook and Microsoft Exchange

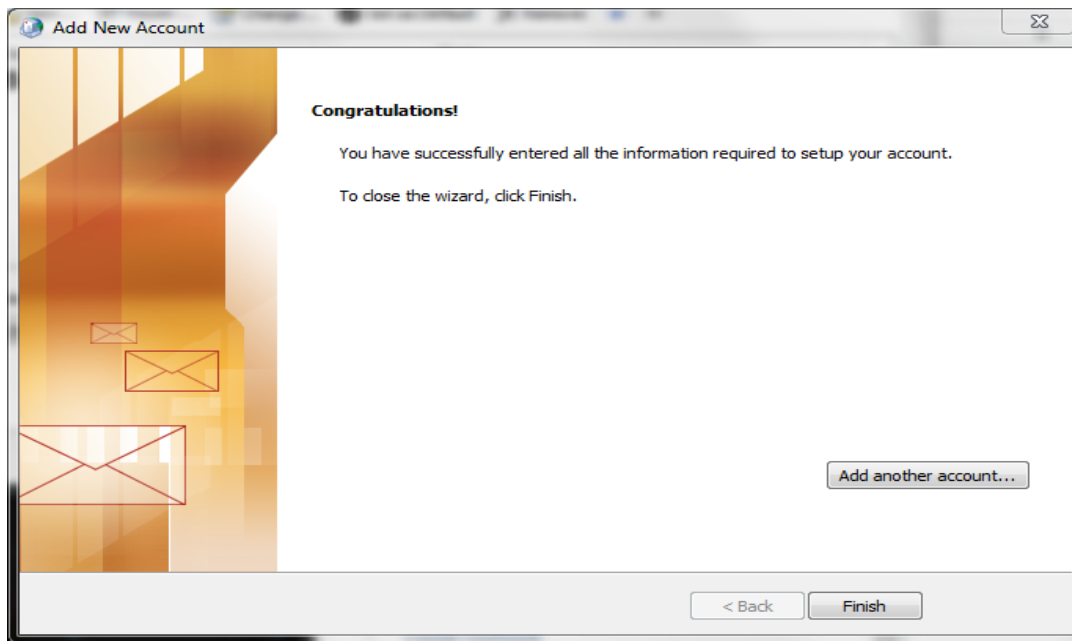
**User identification**

☐ Always prompt for logon credentials

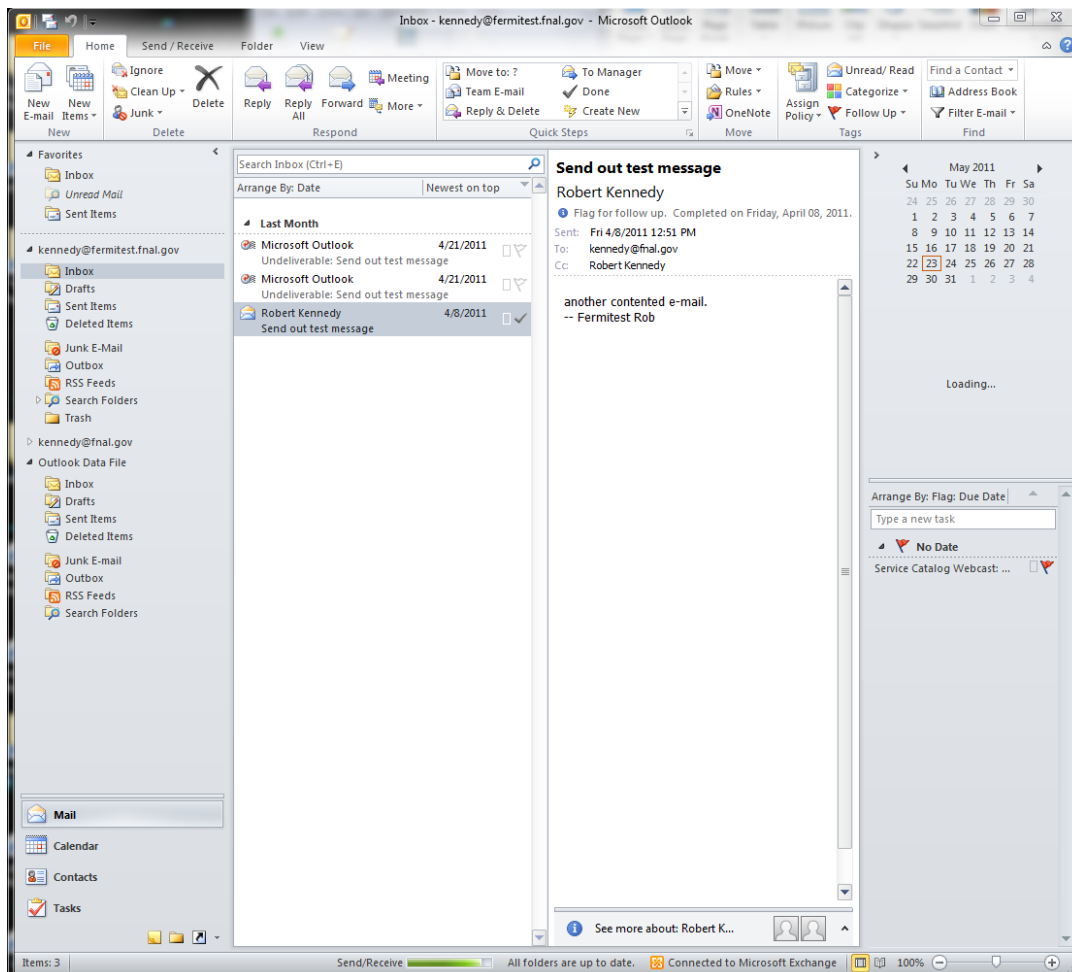
**Logon network security:**

Under the “Security” tab, be sure “Encrypt data between Outlook and Exchange” is checked, and the logon network security is set to “Negotiate Authentication”. Select “OK”. You will return to the “Add New Account” form, where you may now select “Next >”.

You will be prompted for your password to login to Exchange. Be sure to enter your SERVICES username as SERVICES\<username>.

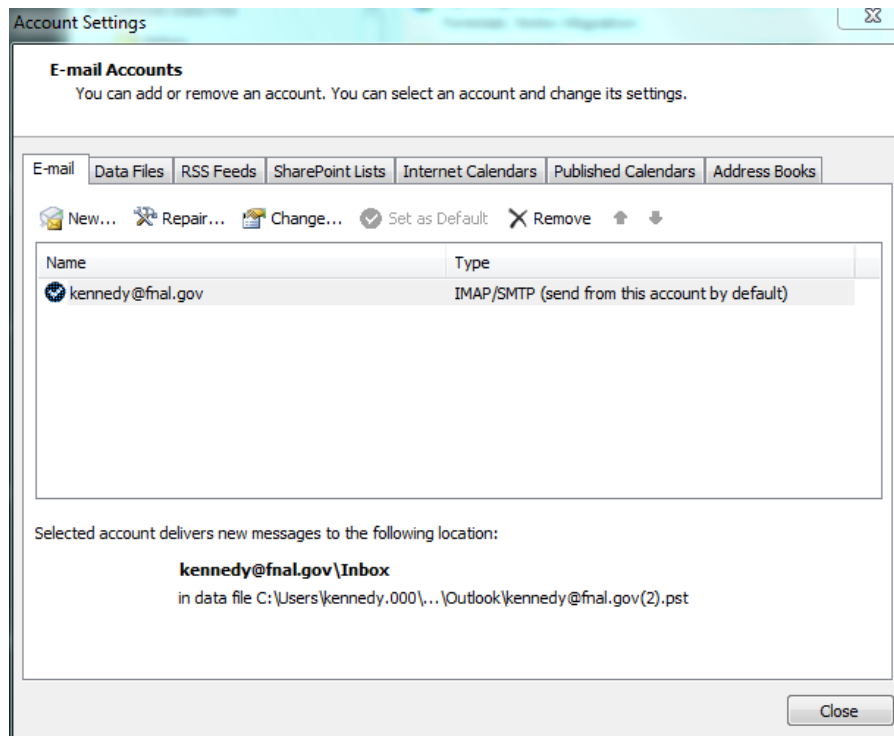


You may start Outlook. You will be prompted for your SERVICES password as Outlook starts.



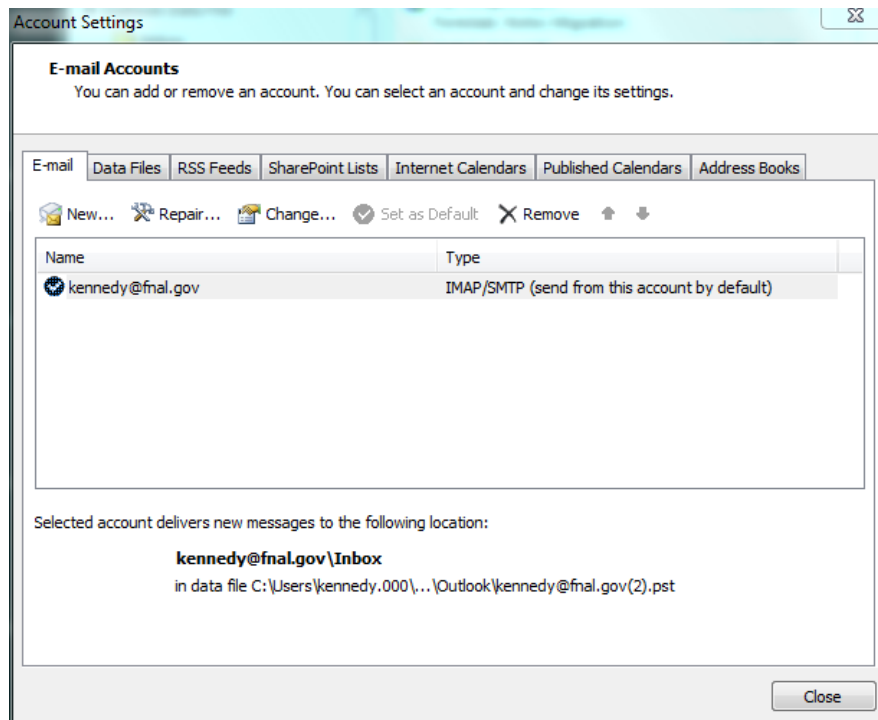
## 1.2 How to Remove a Configuration

Under the “File” menu option, select “Account Settings”. Select/highlight the e-mail configuration you wish to remove. Select “Remove”.



### 1.3 How to Check or Edit a Configuration

Under the “File” menu option, select “Account Settings”. Select/highlight the e-mail configuration you wish to remove. Select “Change...”.



You will then be able to view the settings in the “Change Account” panel.

